

# Adding New Members to your Association



## Description:

In an effort to streamline our process for adding new officials to their respective rosters, we have established a new process. This process serves to get new candidates officiating as quickly and securely as possible. All newly certified officials, even those that have been officiating in other associations, are required to be added to their roster through the following process.

## Fingerprint Process Step by Step Guide

**Step 1** - Association Presidents, or their designee, complete the **Verification of Certification Form** including all data fields for each candidate within their incoming class. Forms should be submitted directly to **Wanda Maffia** ([wmaffia@swboces.org](mailto:wmaffia@swboces.org)) and Jesse Merchant ([jmerchant@swboces.org](mailto:jmerchant@swboces.org)).

**Step 2** - Once candidates are activated by their association, **Wanda Maffia** will reach out to them via email to initiate the fingerprint clearance process.

**Step 3** - 24-48 hours after the fingerprint process is complete, the candidates must contact **Jesse Merchant** at **(914) 922-3529** in order to verify their fingerprints for the purpose of activation.

**Note:** All officials regardless of their previous status officiating within Section One are required to verify fingerprint clearance in this manner.

**Step 4** - Once candidates are cleared for activation through the fingerprint process the Center for Interscholastic Athletics will update or create their rSchoolToday profile.

- **Wanda Maffia** will notify officials along with their association leadership that their profile is now active
- Officials must then update their:
  - Password
  - Auxiliary location
  - Availability